

**Interdepartmental letterhead**

**Mail Station** L-871

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**Work Smart  
Closure Process**

July 11, 1997

**TO:** Assurance Managers

**FROM:** Milt Grissom

**SUBJECT: WSS Next Steps — Work and Hazard Definition**

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The selection of facilities for participation in the Work Smart Standards (WSS) Closure Process is complete (Attachment 1). The Work and Hazards Definition Core Team will be contacting you shortly to identify program and facility representatives that will work on your facility team(s) to define the work and the hazards. For your convenience, I have attached the same list of facilities with the designated DOE representatives (Attachment 2). This represents the minimum level of DOE support to the Closure Process with additional support made available as schedules and other commitments allow. The Core Team will support your team's efforts and be the liaison to the Closure Process. The programs, however, are responsible for defining the work and hazards.

The Convened Group has established criteria for participation in the Closure Process (Attachment 3, last section of WSS Charter). These criteria should be used in selecting participants. Please provide a brief statement of the rationale for selecting each member of your Facility Team(s) for review and acceptance by the Convened Group. The credentials of the DOE and ES&H support staff are also being reviewed by the Convened Group to ensure that our best people are participating in the Closure Process.

The Core Team will notify you and your Facility Team members of their selection. The Facility Team members will then attend WSS training focused on the task of defining the work and the hazards before starting their task.

To maintain our schedule and facilitate the Headquarter's Safety Management Evaluation, the work and hazard definition should be completed by the end of August (Attachment 4). To facilitate the Core Team and other ES&H support, please provide by July 18<sup>th</sup> your schedule for completing this phase of the Closure Process in your facilities. Remember, we are trying to complete the site-wide process by November.

For your convenience, I have attached the names, affiliation and phone numbers of the Core Team members (Attachment 5). Please contact them with any questions or concerns. Jack Sims (3-9742) and I are also available to assist you and your Facility Team(s).

Thank you for your continuing support of this important activity.

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Milt Grissom  
Convened Group Process Leader

MG:gc

Attachment 1 – List of participating facilities  
Attachment 2 – DOE Support to Facility Teams  
Attachment 3 – Work Smart Standards Charter  
Attachment 4 – WSS and Safety Management Evaluation Schedules  
Attachment 5 – Core Team Members Roster

Distribution:

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